



## Job Description

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<b>TITLE:</b> Community Health & Social Services Director	<b>JOB CODE:</b> 2700
<b>DEPARTMENT:</b> County Executive Office	<b>FLSA:</b> Exempt
<b>PREPARED:</b> January 27, 2021	<b>FLSA CLASS:</b> Supervisor
<b>UPDATED:</b> April 12, 2022	<b>WORK LOCATION:</b> Farmington, NM
	<b>REMOTE WORK ELIGIBLE:</b> YES

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**Summary:** Under the administrative supervision of the County Manager; the Community Health & Social Services Director plans, organizes, and manages the operations and staff of the Health Care Assistance Program, Behavioral Health Services Program, Indigent Cremations, and Healthy County Initiatives.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Direct, recommend, evaluate and implement approved department goals, policies and procedures; evaluate programs and work processes; ensure activities comply with applicable laws, policies and regulations.
- Manage operations and staff; prioritize and assign work and projects; interview, hire and develop employees; train staff; plans assign and direct work and appraises employee performance; discipline employees as appropriate under current policy guidelines.
- Carry out supervisory responsibilities in accordance with the approved section policies and applicable state and federal laws.
- Provide leadership direction to staff in the areas of problem resolution, planning, and work assignments.
- Conduct research, planning, and monitoring industry trends to identify potential changes to each program; analyze workload and recommend staffing assignments and adjustments; manage projects including grants and capital projects.
- Assist with the preparation of grant funding requests and reporting; prepare department budgets based upon available funding.
- Plan, prepare, and submit annual budget for County Commission approval. Develop and submit strategic plan, implement strategies and goals and analyze results. Prepare and analyze financial data and trends, budget forecasting, analyze variances, and initiate correction action. Prepare “what if” scenarios with respect to a variety of rates to claims and costs.
- Negotiate, administer, and monitor all contracts relating to County Health Care Assistance Program (HCAP), Behavioral Health and Health programs.
- Ensure all aspects of qualified health claims and burial/cremation claims are processed accurately, retained, and reconciled.
- Plan, coordinate, and conduct community health related activities, i.e. Medicaid enrollment, health fairs, various presentations, etc.
- Build strategic relations and network with local health agencies. Participate in relevant community meetings, health councils, and committees.
- Identify, apply, and administer related grant programs for new funding sources from proposal to close.
- Serves as San Juan County Health Care Assistance Program (HCAP) Manager.
- Serves as the County’s HIPAA Privacy Officer; protect private health information for the Health Care Assistance Program and the SJC Corrections electronic medical record system.
- Perform other related duties as assigned.

**Required Knowledge and Skills:**

- Knowledge of federal and state statutes pertaining to indigent health care.
- Knowledge of Medicaid/Medicare programs.

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**Community Health & Social Services Director**

- Knowledge of all aspects in navigating the state and federal legislative system.
- Knowledge of the principles, methods and practices of management and supervision.
- Knowledge of budgets, grant writing management and requirements, and financial reporting.
- Knowledge of public program planning, development, budgeting, and management; community needs and resources; event planning, and grant development.
- Knowledge of basic accounting, bookkeeping and medical records.
- Skill in creating policies and establishing agreements with health care providers.
- Skill in effectively managing, leading and delegating work and projects.
- Skill in interpreting and applying relevant federal, state and local laws, ordinances and regulations.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in planning and implementing policies and procedures.
- Skill in communicating effectively, both orally and in writing, one on one or various group settings.
- Skill in establishing and maintaining effective working relationships with public officials, staff, providers, and the general public.
- Skill in the use of a personal computer and software applications commonly used in program management and federal, state, and local funding sources.
- Ability to maintain and handle confidential information that are of a sensitive nature.

**Education and Experience**

- Bachelor’s Degree in Public/Business Administration, Community Health, Social Services, or related field. A minimum of eight (8) years’ professional level experience with public program planning, management and evaluating; healthcare claims, Medicaid/Medicare program administration, social service programs; or an equivalent combination of education and work experience sufficient to perform the duties of the position.
- Minimum of five (5) years supervisory experience.
- Presumptive Eligibility Determiner (PED) certification, preferred.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office environment and public interactions; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports. May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County’s electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed “remotely” outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

**Equipment and Tools Utilized:**

- Equipment utilized includes computerized and conventional office equipment.

**Approvals:**

**Employee:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_